

## OFFICE OF THE CITY SOLICITOR

I herewith make the following report for fiscal year 2016:

1. Personnel – The personnel in the department during the reported period were as follows:

City Solicitor: Ellen Callahan Doucette  
Secretary: Dianne Mearls

2. Litigation Matters Concluded – The following cases to which the City, or one or more of its officials or Boards was a party, were concluded in fiscal year 2016:

- (a) Peter Spinazola, Tr. v. City of Woburn, et al (Land Court Misc. No. 477288) – this is a complaint to remove a cloud on title and certify ownership to (and the elimination of) various paper streets in North Woburn. This matter has now been concluded.
- (b) OCLLEN Realty, LLC v. City of Woburn, et al (Middlesex Superior Court No. 2014-8759) this is a complaint to remove a cloud on title and certify ownership to (and the elimination of) various paper streets (Baldwin) in North Woburn. The City Council approved an Order which authorizes the filing of a consent to the Petition, though the Petition remains pending as to other property owners. This matter has now been concluded.
- (c) Robert Brady v. City of Woburn, et al (Land Court Misc. No. 488159) – this is a complaint to remove a cloud on title and certify ownership to (and the elimination of) various paper streets off Orange Street. The City Council approved an Order which authorizes the filing of an assent to the Petition, conditioned upon the Engineering Department's approval of a reconfiguration of the existing roadway. This matter has now been concluded.
- (d) City of Woburn v. Paris (Middlesex Superior Court No. 2014 MICV 04824) – this was a complaint for trespass and the recovery of land against Paul Paris who is operating a farm stand and conducting agricultural activities on land owned by the City off Locust Street. The City obtained a preliminary injunction ordering Mr. Paris to cease and desist his use of the property however, the parties have resolved the matter by entering into a lease agreement to be renewed annually.
- (e) Crescent Park Condominium v. Rogozian v. City of Woburn, et al (Middlesex Superior Court No. 2013 MICV 05134);  
Ambassador Manor v. Estate of Mahoney v. City of Woburn (Woburn District Court No. 201453 CV715);
  - all of the above are complaints to establish the priority of liens, and are filed by condominium associations for unpaid fees. The City's answer is simply to safeguard the priority of the City's tax lien, if applicable.

- (f) Woburn Police Patrol Union v. City of Woburn (Middlesex Superior Court No. 2015 MICV 02751) – this is an appeal from an arbitrator’s decision affirming the Mayor’s decision to suspend a police officer for a period of 4 months. The City’s Motion for Judgment on the Pleadings was granted, and the case was dismissed.
  - (g) Xyleco, Inc. v. Woburn City Council and Everyday Dog, LLC. (Middlesex Superior Court no. 2014MICV8739-A); appeal of special permit to operate a kennel at 271 Salem Street. A Notice of Appearance was filed on behalf of the City Council. The petitioner, Dianne Kurkjian has indicated that she will not defend the appeal and was defaulted. The complaint was dismissed and the special permit determined to be null and void.
  - (h) Xyleco, Inc. v. Woburn City Council and Flyers Unlimited, LLC. (Middlesex Superior Court no. 2014MICV8740-A); appeal of special permit to operate a rental facility with accessory repair services at 271 Salem Street. A stipulation of dismissal was filed, and the matter was dismissed by the court.
  - (i) Cafaro, et al. v. Woburn City Council and 4 Montvale Avenue Realty Trust (Middlesex Superior Court no. 2015MICV1247-A); appeal of special permit to construct a fast food establishment with residential above at 4 Montvale Avenue. The parties to this matter resolved the issues between themselves, entered into a private settlement agreement, and filed a stipulation of dismissal with the Court.
  - (j) Femino v. Board of Appeals and Ferreira (Middlesex Superior Court no. 2014MICV7897) - appeal of a special permit issued to alter a non-conforming single family dwelling. A Notice of Appearance was filed on behalf of the Board of Appeals. The co-defendant filed a Motion to Dismiss which was granted by the Court.
  - (k) Franson v. Melanson and City Council (Middlesex Superior Court no. 2015MICV00038) - appeal of a City Council’s approval of a zoning amendment for the property located at 165 Cambridge Road. A Notice of Appearance was filed on behalf of the City Council; the matter was quickly disposed of by the issuance of a judgment for the co-defendant on its Motion for Summary Judgment on the issue of standing.
3. Pending Litigation – The following cases, to which the City, or one or more of its officials or Boards was a party, were pending as of June 30, 2016:
- (a) Woburn 38 Development v. Board of Appeals (2016-P-1163) – this is an appeal of the Board of Appeals’ decision to deny a modification of a comprehensive permit. On April 23, 2015, the Housing Appeals Committee (HAC) issued its decision ordering that the comprehensive permit be issued as modified. The Board of Appeals voted to appeal the HAC decision; and the HAC decision was affirmed by the Land Court. The Board of Appeals authorized the filing of an appeal with the Massachusetts Appeals Court. Appellate briefs have been filed and the parties are awaiting the scheduling of oral argument before the Appeals Court. This matter is being handled by Attorney Daniel Hill.



(b) Terra Realty Trust v. City of Woburn (Superior Court No.1681CV1250) – this matter involves a dispute over an encroachment on City property located at or near 295 Russell Street.

(c) DLJ Mortgage Capital v. Chappell v. City of Woburn, et al (Land Court No. 2015 MISC 000311-HPS);

Salem Place, LLC v. Lydia Carabetta v. City of Woburn (Middlesex Superior Court No. 2016 MICV 1103)

Prospect Street Estates v. McLaughlin v. City of Woburn (Middlesex Superior Court No. 2014 MICV05431-A);

–the above complaints are filed to establish the priority of liens by condominium associations for unpaid fees. The City's answer is filed simply to safeguard the priority of the City's tax lien, if applicable.

4. Labor/Personnel Issues – The Law Department is responsible for all labor and personnel matters, eliminating the need for outside legal representation, with the exception of Attorney Philip Collins who has been retained to represent the City in the negotiation of the collective bargaining agreements for the City's public safety personnel and representation of the City before the Joint Labor Management Committee. In the past year, I have handled numerous labor/personnel issues involving the City's labor unions including disciplinary matters, and have been assisting the Mayor with the negotiation of successor collective bargaining agreements for all of the city's labor unions, most of which have been resolved. I also handle unemployment claims filed by former employees.
5. General Duties – The Law Department is responsible for a wide variety of other duties including the provision of written legal opinions in response to requests for advice made by various departments or city officials. In addition, we have continued the frequent practice of rendering informal advice, both written and verbal, when consulted and/or requested by said departments or city officials. When requested, the undersigned has also personally appeared at various and sundry meetings of the City Council and other Boards and Commissions of the City in order to further address particular questions or render advice.

The Law Department is responsible for drafting and/or reviewing all contracts and other legal instruments to which the City is a party and/or signatory. The department continues to represent the city's interest in a variety of quasi-judicial administrative forums, including the Division of Labor Relations, Civil Service Commission and Alcoholic Beverage Control Commission. Claims and lawsuits against the city are also channeled through the Law Department, with most being forwarded to the City's insurance carrier (MIIA), for investigation, processing, and defense. The department continues to monitor the same through appropriate and periodic contact with MIIA.

This office will continue to keep departments and city officials informed as to relevant statutory and case-law changes.

5. Legal Assistance - The department utilizes outside counsel where necessary. Outside counsel used in fiscal year 2016 were as follows:

- (a) D'Ambrosio Brown, LLC was retained to for tax title matters and works directly with the Treasurer/Collector;
- (b) Daniel Hill, Esq. was retained to represent the Board of Appeals in its appeal from the decision of the Housing Appeals Committee ordering the modification of the comprehensive permit issued initially issued in 2002;
- (c) Philip Collins, Esq. of Collins, Loughran & Peloquin, P.C. has been retained to assist the Mayor in collective bargaining negotiations with the City's public safety unions and in proceedings before the Joint Labor Management Committee.

As always, it is a pleasure and a privilege to serve as legal counsel to the City of Woburn and its various boards, committees and commissions.

Respectfully submitted,  
Ellen Callahan Doucette



# CONSERVATION COMMISSION

## Introduction

This report is submitted as required by Massachusetts General Laws and by the City of Woburn Charter.

## Organization

The Conservation Commission is comprised of a minimum of four to a maximum of seven members. The Mayor is the appointing authority for the position of membership on the Conservation Commission.

## Membership as of June 30, 2016

Chairman:	Duane Cleak
Vice Chairman:	John Tancredi
Member:	James Juliano
Member:	Gerald Lohnes
Member:	Stephen Malone
Member:	Kevin Meaney
Member:	Pauline Scalley

Field Officer:	Len Cadran
Administrator:	Theresa Murphy

## Purpose

The Conservation Commission's primary purpose is to administer the Massachusetts Wetlands Protection Act (MGL Chapter 131, section 40), the Massachusetts Wetlands Regulations (310 CMR 10.00), the City of Woburn Wetlands Ordinance (Title VII) and the Woburn Wetlands Regulations. The Wetlands laws and regulations were created to preserve and protect wetlands.

The Conservation Commission has the authority to regulate activities in wetlands, land subject to flooding, and riverfront (land within 200 feet of a river). It also has jurisdiction in the "buffer zone" of upland that is within 150 feet of bank or of bordering vegetated wetland.

For activities within the jurisdiction of the Conservation Commission, a formal filing may be required. The Commission holds a Public Hearing when: a Request for a Determination of Applicability, Notice of Resource Area Delineation, Notice of Intent and/or an Application for a Woburn Wetlands Permit is filed. The Commission takes in all pertinent information during the Public Hearing process and issues its Determination or Permit within 21 days of the close of the Public Hearing.

Under Massachusetts state law, the Commission issues Determinations of Applicability, Orders of Resource Area Delineation, Orders of Conditions, Extension Permits, Certificates of Compliance and Enforcement Orders. Under the City Ordinance, the Commission issues Woburn Wetlands Permits (which may be combined with an Order of Conditions).

The Commission encourages the acquisition and protection of properties for the purpose of preservation of open space and protection of wildlife habitat. The Commission encourages the appreciation of our natural resources, and where appropriate, the management of Conservation Areas to allow Public access for passive recreation and safe enjoyment.

Administration of M.G.L. Chapter 131 section 40 (Massachusetts Wetlands Protection Act) and Title VII (Woburn Wetlands Ordinance)

### Regulations and Forms

Copies of the Massachusetts Wetlands Protection Act, Regulations under the Act and state forms are available from the Department of Environmental Protection and the State Bookstore.

An unofficial copy of the Massachusetts Wetlands Protection Act is available on line at:  
<https://malegislature.gov/Laws/GeneralLaws/PartI/TitleXIX/Chapter131/Section40>.

An unofficial copy of the Regulations under the Act (310 CMR 10.00) is available online at:  
<http://www.mass.gov/eea/agencies/massdep/water/regulations/310-cmr-10-00-wetlands-protection-act-regulations.html>

An official copy can be purchased through the Massachusetts State Bookstore at:  
<http://www.sec.state.ma.us/spr/sprcat/catidx.htm>.

State Wetland Protection Act Forms are available online at:  
<http://www.mass.gov/eea/agencies/massdep/water/approvals/wetlands-and-waterways-forms.html#4>

Copies of the Woburn Wetlands Ordinance, and Regulations, local and state forms are available from the Conservation Commission office in City Hall, or online at:  
<http://www.cityofwoburn.com/index.aspx?NID=940>

The filing deadline is noon, not less than 10 business days prior to the next available meeting date.

### Meetings

The Conservation Commission held twenty-two (22) Public Meetings in City Hall, during the period from July 1, 2015 through June 30, 2016.

During Fiscal Year 2016:

The Conservation Commission reviewed many applications and issued the following Determinations of Applicability of the Wetlands Protection Act and Woburn Wetlands Ordinance.

<u>Petitioner</u>	<u>Location</u>
Lauren Cusato & Chris Griffiths	16 Marlboro Road
John Walsh	14 Lee Road
TJX Companies	83 Commerce Way
Eversource Energy	Horn Pond Mountain
City of Woburn	Arlington Road
Keolis Commuter Services	Railroad Right-of-Way
Boston Gas Company	110 Burlington Street
NStar Electric Company	Cove Street

The Conservation Commission issued Orders of Conditions (or Orders of Resource Area Delineation) for the following projects:

<u>Petitioner</u>	<u>DEP file #</u>	<u>Location</u>
Minast LLC	348-742	4 Presidential Way
Jacqueline Walbourne	348-748	110 Burlington Street
Michael Richards	348-749	17 Watson Lane
City of Woburn	348-741	Tri-Community Bikeway
James Lichoulas, Jr.	348-750	40R Mill Street (ORAD)
Robert & Marie Buckley	348-752	4 Grace Road
John D. Marotto	348-751	124/130 Lexington Street
Colonial Builders, Inc.	348-753	19 Third Road (ORAD)
Watson Lane, LLC	348-757	21 Watson Lane
Construction Inc.	348-756	19 Third Road, Lot 1
Construction Inc.	348-755	19 Third Road, Lot 2
George Gately, Jr.	348-761	23 Watson Lane
Seaver Construction, Inc.	348-759	East Dexter Avenue
Town of Winchester	348-760	Scalley Dam (Horn Pond)
Heritage Builders, Inc.	348-764	485 Washington St., Lot A
Heritage Builders, Inc.	348-763	485 Washington St., Lot B
Jamieson Development, LLC	348-754	5 Brook Road

The Conservation Commission amended the Orders of Conditions for the following project:

<u>Petitioner</u>	<u>DEP file #</u>	<u>Location</u>
2 Merrill Street, LLC	348-662	2 Merrill Street
Javed Sharwani	348-720	33 Milan Avenue

The Commission also takes Enforcement action, issues Extension Permits, and Certificates of Compliance under the Wetlands Protection Act and Wetlands Ordinance.

#### Floodplain Information



Federal floodplain maps (produced by FEMA) are on display at City Hall (at the bottom of the stairs, outside the Conservation Commission office). In addition, the City Engineering Department has local floodplain mapped for areas which were not included in the Federal floodplain study. These maps can help to locate places on a given property that may be subject to flooding. The Conservation Administrator or Engineering Department personnel can help people read them. (For an exact determination, a survey prepared by a licensed land surveyor is required.)

A photocopy of a portion of interest may be obtained by request to the Conservation Commission or Engineering Department. Federal Floodplain maps are also available for purchase by contacting FEMA.

#### Fees deposited to the Treasurer by the Conservation Commission during FY2016

Wetlands Protection Act fees (Reserved for Appropriations): \$8,462.80

Fees collected under the City Ordinance into the General Fund: \$7,955.00

#### Miscellaneous Programs, Projects and Activities

The Commission promotes the appreciation for the City's natural resources through the Community Gardens Program, Conservation Day, the Commission's Tree Program and Conservation Area Camping Permits. With continued support from the City, and its citizens, the Commission can continue providing these programs.

Along with monitoring and caring for our Conservation Lands, the Commission is charged with upholding the Wetlands Protection Act and Wetlands Ordinance. This has become increasingly technical as the laws and regulations are continually changing, based on new science and technical experience. The Conservation Commission has one full-time staff member. The Administrator oversees the Commission's Programs, reviews submitted plans and applications, inspects construction sites for compliance with wetlands regulations, organizes Public Meetings, and drafts legal documents for the Commission. The Administrator is available to the Public to answer questions and concerns that they have, and to help guide Applicants through the permitting process.

#### Community Gardens

The Conservation Commission sponsored Community Gardens in the Horn Pond Conservation Area for the thirty-fourth consecutive year. This program would not be possible were it not for the continued support of the Mayor, the City Council, the Department of Public Works, the Parks Department, Conservation Commission Field Officer, Len Cadran, and members and supporters of the Conservation Commission. Commission members Gerry Lohnes and Jim Juliano coordinate and oversee the Community Garden Program.

The City budget set aside \$2,000 for the program and gardeners were charged a fee for a 27-foot by 27-foot plot, with roto-tilling and water provided.

### Tree Program

The Conservation Commission was pleased to be able to run its tree program again during FY 2016. Residents purchased Japanese red maples, red oaks, kousa dogwoods, red maples, and river birch through the program.

Residents who placed orders came to pick up their trees on May 14, 2016, at Spence Farm, 41 Wyman Street. Commission members helped residents load their purchased trees into their vehicles. Residents expressed their support for the program, and hoped that it would continue in the future.

### Scout Projects

The Boy Scouts have enjoyed a busy and productive season in their use of the Conservation Areas throughout the City. The Scouts have made significant contributions to the Conservation Commission and the City of Woburn with various Eagle Scout projects. Several Scout troops enjoyed the experience of camping in the Horn Pond area through different seasons. In return for the use of these areas, the troops clean up the areas they use, perform service projects and participate in Conservation Day activities.

### Conservation Day

The 44<sup>th</sup> Annual Conservation Day was held on Saturday, May 7, 2016. Much was accomplished thanks to the combined efforts of the Conservation Commission Members and supporters, Woburn Residents' Environmental Network (WREN), local businesses, local clubs, and individual volunteers. Participants should be proud of what they have accomplished. Working together we can keep our City clean and beautiful.

Respectfully Submitted,  
Woburn Conservation Commission

## **Woburn Council on Aging**

I hereby submit the Annual Report of the Woburn Council on Aging for Fiscal Year 2016, i.e., July 1, 2015 – June 30, 2016

### Council on Aging Members

Doris Stanton	Chairperson
Margaret Casey	Vice-Chairperson
Vincent Simeone	Treasurer
Angela Amato	Member
Geraldine Benecke	Member
Eleanor Camillieri	Member
Dorothy Capone	Member
Eleanor Collins	Member
Myles Collins	Member (Appointed Sept. 23, 2015)
John DeCata	Member (Deceased Feb. 5, 2016)
Theresa Donovan	Member (Deceased Oct. 22, 2015)
Mary Foley	Member
Frank Hancock	Member
John Kelly	Member
Barbara Ridley	Member

### Committees

Nominating	Geraldine Benecke, Dorothy Capone, Eleanor Collins, Mary Foley and Barbara Ridley
Entertainment	Eleanor Camillieri, Dorothy Capone, Eleanor Collins, Barbara Ridley and Doris Stanton
Finance	Geraldine Benecke, Joanne Collins, John DeCata, Joanne DiMambro, Theresa Donovan, Frank Hancock, Catherine Murray, Vincent Simeone and Doris Stanton
Transportation	Angela Amato, Margaret Casey, Joanne Collins, Joanne DiMambro, Frank Hancock, Patti Meehan, Catherine Murray and Doris Stanton
Building/Grounds	Margaret Casey, Dorothy Capone, Joanne Collins, Betsy Dora, Frank Hancock, John Kelly, Donald Olsen, Vincent Simeone, and Doris Stanton



Programs	Eleanor Camillieri, Dorothy Capone, Joanne Collins, Joanne DiMambro, Mary Foley, Jack Kelly, Catherine Murray, Doris Stanton and Judy Tanner
Fraud/Scam	Joanne Cahill, Eleanor Camillieri, Dorothy Capone, Myles Collins, Betsy Dora, Vincent Simeone, Doris Stanton and Judy Tanner

### Woburn Council on Aging

The Woburn Council on Aging is a municipally-appointed, volunteer board authorized under Massachusetts General Law, Chapter 40, Section 8B, established to:

- 1) Identify the total needs of elders in the community,
- 2) Educate the community, and enlist support and participation of all citizens about these needs,
- 3) Design, promote and implement services to fill these needs, or to coordinate existing services in the community, and
- 4) Enhance the quality of life for seniors and the community by providing educational, recreational and cultural programs and activities.

The mission of the Woburn Council on Aging is to ensure the highest possible quality of management and leadership with regard to our community's use of its human, physical and fiscal resources for the elderly in cooperation with programs of the department of elder affairs. The Council on Aging provides information and referral, outreach, transportation, health screening, nutrition, education, peer support, recreation, volunteer development and intergenerational programming.

The Council's major responsibilities include the setting of local policy for the administration of elder programs and services; developing, coordinating and/or conducting such activities; serving as an advocate for elders; and educating the community-at-large about the needs and resources affecting the lives of elders.

The Woburn Council on Aging holds its open monthly meeting the first Monday of the month at 10:00 a.m. at the Woburn Senior Center, located at 144 School Street. The Council's membership shall consist of not less than seven (7), not more than fifteen (15) members, who must demonstrate interest in the welfare of the elderly residents of Woburn, and desire to participate in promoting the purposes and objectives of the Council.

During Fiscal Year 2016 the Woburn Council on Aging Senior Center has continued to grow in both numbers of people served, and in the programs, services, and activities we offer our seniors and their families. We have provided information, advocacy, programs, services and /or transportation for 2,762 elders, and serve an average of 1,000 people monthly. The Woburn COA Senior Center is able to serve the ever-growing number of people thanks to the dedication of its wonderful staff and volunteers. In Fiscal Year 2016, the Senior Center Volunteers gave 23,518+ hours, or the equivalent of 12 full-time staff members.

The Senior Center continues to add new programs and services including: “Core and Balance Exercise Class”, “Outdoor T’ai Chi and Qigong Classes”, “Prescription Drug Take-back Program”, “Kidney Smart Class”, “Rack and Cue Club”, “Registry of Motor Vehicle On-line Access Assistance”, “Fun Yoga for Everyone” and “Widow/Widower Support Group”.

#### Woburn Council on Aging Programs and Services

The Woburn Council on Aging Senior Center served approximately 2,762 elders during the fiscal year ending June 30, 2016. Approximately 2,012 people were women and 750 were men. The Council on Aging, the staff of the senior center, and approximately 97 senior volunteers, who served more than 1 hour each week, worked together to offer numerous programs, activities, and services, including:

Exercise classes	Drawing/Painting Class	Movies and Chess
Senior Singers	Book Club	Armchair Traveler Group
Woodcarving	Health Screenings	Italian Classes
Line Dancing	Cribbage/Whist	Scrabble and Bingo
Yoga Class	Scrapbooking	Quilting/Knitting/Crocheting
Mahjong	Line Dancing	Zumba and T’ai Chi
“Prescription Drug Take-back Program”		Core Balance and Morning Stretch
Monthly Newsletter		Senior Friendship Circle
Low Vision Support Group		Diabetic Support Group
Bereavement Support Group		Legal and Fuel Assistance
Tax Preparation Assistance		Computer and Internet Classes
Senior Discount Taxi Program		Property Tax Work-off Program
Woburn COA Van Services		Senior Issues Discussion Group
Home Delivered Meals		Telephone Reassurance
SHINE Counselors		Outreach Department
Volunteer Opportunities		Flu Shots
Widow/Widower Support Group		

Numerous Social Events including:

Intergenerational Event, July 9, 16, and 30, 2015  
Mayor’s “Seniors Red Sox Day”, July 23, 2015  
Senior Mixed Media Art Show, August 13, 2015  
Fall Festival/Health and Resource Day/Open House, September 18, 2015  
“Halloween Pizza Party”, October 29, 2015  
Veterans’ Recognition Event, November 5, 2015  
Holiday Party at the Senior Center, December 17, 2015  
Grandchildren’s Day, February 17, 2016  
St. Patrick’s Day Party, March 17, 2016  
Volunteer Recognition Day, April 9, 2016  
Intergenerational Event, April 20, 2016  
Veteran’s Recognition Day, May 26, 2016



33<sup>rd</sup> Annual Senior Olympics, June 6<sup>th</sup> through June 10<sup>th</sup>  
Senior Olympic Closing Ceremony and Ice Cream Social, June 10, 2016  
Welcome "Age 60 Plus" Afternoon, June 22, 2016

#### Accomplishments & Highlights of Fiscal Year 2016

1. The Woburn Council on Aging focused on our wonderful Volunteers during Fiscal Year 2016. We accomplished this goal through the "CHNA 15" 2015-2016 Capacity Building Grant that we were awarded. The purpose of the Grant was to have a Laptop/Digital Camera for use by our Volunteers to enhance promotion and community presence of the services and programs offered at the Senior Center. Through this important project, we had 8 Volunteer Trainings on Windows 10 and Digital Photography. Volunteers have taken photos of events to post and we have a "moving picture frame" in the front lobby which people enjoy watching and "looking for themselves". We have interviewed 25 Volunteers that have been "Spotlighted" in our lobby with photos of themselves and interesting facts about their lives, heritage, volunteer service and work history, and their "most grateful moment"! 108 Volunteers took part in this important project. Our Volunteers truly "Keep us afloat and unsinkable!"
2. The "Yesterday and Today" Intergenerational Grant Project sponsored by Lahey Clinic and the Woburn YMCA was held at the Woburn Senior Center.
3. Lahey Clinic sponsored several six week programs for the Senior Center: including "Healthy Eating", "Diabetes Self-Management", Arthritis Self-Management" and "A Matter of Balance".
4. Minuteman Senior Services sponsored a six week, "Free Healthy Living Workshop".
5. The Woburn Council on Aging Van Service provided 8,186 rides to 142+ individuals and the Senior Discount Taxi Program provided 10,580 rides to seniors.
6. The Woburn Senior Center Annual "Fall Festival"-Health and Resource Day for seniors and their families-was a great success with approximately 400 attendees/vendors.
7. Karen DaCampo RN, provided bi-monthly Blood Pressure Screening at the Senior Center. She also coordinated a Flu Shot Clinic at the Woburn Senior Center.
8. The AARP Tax Assistance Program filed approximately 250+ returns for seniors served at the Senior Center, February to April 2016.
9. Catherine Cook, Susan Fennelly and Barbara Manuck served as the volunteer SHINE (Serving **H**ealth **I**nformation **N**eeds of **E**veryone) Counselors. They met with 184+ seniors to help them with health insurance and prescription drug coverage issues.
10. The Woburn Senior Center "Group Support Programs", including our "Senior Issues Discussion Group", Low Vision Support, Diabetic Support and the Grief and Bereavement Support Group, served 305 seniors during FY2016.
11. The 33<sup>rd</sup> Annual Senior Olympics took place from June 6<sup>th</sup> to June 10<sup>th</sup>. Many seniors enjoyed participating in the numerous events including bocci, golf, bowling, cribbage, whist, horseshoes, pool, scrabble, "hand and foot", and shuffleboard. For the 2<sup>nd</sup> time we played "Corn Hole" during the Senior Olympics and a great time was had by all!
12. Numerous building and grounds accomplishments took place during FY2016, including: the extensive re-paving of the handicapped parking area and around the entire building for the areas serving the Veterans Office and the Board of Health Office-\$55,000, and numerous "lights" were replaced via the "Green Communities Grant Project"-\$23,989.31. In addition,



the Senior Center's Heating System was upgraded with new thermostats/gages, and a new piano was purchased for the Senior Center Dining Room.

#### Recognition and Acknowledgements

The Staff of the Woburn Senior Center work very well with the Woburn Council on Aging, Friends Helping Seniors, Inc. and the Center's Volunteers. Thank you for all your efforts throughout the year. The Senior Center serves so many due to the dedication and genuine caring of the following:

Doris Stanton	Woburn COA Chair
Joanne Collins	COA Director
Mary O'Connor	Receptionist
Judy Tanner	Programs/Volunteers
Ruth Gronemeyer	Outreach Worker, retired June 30, 2016
Patti Meehan	Transportation Coordinator
Kenny Comeiro	Van Driver
Terry Desmond	Van Driver
Jack Foley	Van Driver
Tracey Murphy	Van Driver
Doug Murphy	Custodian
Officer Ralph Coakley	Senior Protection Officer
Karen DaCampo	Board of Health Nurse
Larry Guiseppe	Veterans' Services Officer
Jennifer Murray	Assistant VSO
Don Olsen	Friends Helping Seniors, Chair
Catherine Cook	Volunteer SHINE Counselor
Susan Fennelly	Volunteer SHINE Counselor
Barbara Manuck	Volunteer SHINE Counselor
Krist Braga	Meals on Wheels Coordinator

Many thanks also go to the Woburn Department of Public Works and the Woburn Parks Department for all their help, hard work, and support. These departments, under the direction of Jay Duran, Thomas Quinn, and James DeLong, have done a tremendous job maintaining and improving the Senior Center and its grounds.

In conclusion, thank you to Mayor Scott D. Galvin; Marie Lingblom, Assistant to the Mayor; the Woburn City Council; all City Departments; and to the wonderful people who have volunteered for the Woburn Council on Aging and Senior Center.

Respectfully submitted,  
Joanne Collins  
Director, Woburn Council on Aging

## Board of Health Nurse

I hereby submit the Annual Report of Board of Health Nurse Fiscal Year 2016

### Goal of Board of Health Nurse

The Public Health Nurse's function is to improve the health of the entire community using knowledge from professional theories and public health sciences. The primary concerns of the Public Health Nurse are health promotion, disease prevention, health maintenance, health education and coordination of health care in the community.

\*Clinics-Blood Pressure Clinics @City Hall-Monthly, @Senior Center-Biweekly

\*Immunizations.....185

\*Tuberculosis Testing.....6

\*Home Visits/Direct Observed Therapy & B12 Injections .....147

\*Communicable Diseases – Reporting, Investigation & Intervention.....261

### Seasonal Influenza Vaccine

2 City-Wide Clinics, All City Employees, Homebound, Food Pantry

Total Doses of Seasonal Influenza Administered .....430

Cost \$6,000 Reimbursement from Medicare & Private Insurances \$6,000

### Committees

- Region 4A Emergency Prep Coalition Voting Member
- Massachusetts Public Health Nurse Association (MAPHN) Member
- Mystic Valley Regional Emergency Prep Council (REPC) Member
- Community Health Network Area (CHNA) Member
- Woburn Coalition against Substance Abuse (CASA) Member
- Massachusetts Health Officers Association (MHOA) Member

### Activities/Functions

- Annual Rabies Clinic in coordination with Woburn Dog Officer
- Emergency Planning & Bioterrorism Preparedness Planning
- Camp Inspections to Comply with MDPH Camp Regulations for Immunizations
- Regis College RN-BSN Preceptor/ Community Health Rotation
- Medical Reserve Corps (MRC) Coordinator/Woburn:

- \*Volunteer Management/Recruitment for Emergency Dispensing Site
- \*Management of Database MA Responds for Volunteers
- MDPH Immunization Annual Training & Site Visit
- City Hall Annual Employee Health Fair for Blood Pressure/Education
- Senior Center Annual Health Fair
- Speaker for Lions Breakfast Meeting on Substance Abuse
- Speaker for Woburn Senior Center Diabetic Support Group
- Commonwealth Medicine Annual Vaccine Reimbursement Training
- Massachusetts Immunization Info system (MIIS) Flu Roster Training
- Communicable Disease Reporting/Enforce Isolation & Quarantine Regulations
- Tuberculosis Investigation Case Manager
- Resource to Woburn Public School Department:
  - \*Control of Communicable Diseases,
  - \*Immunization Regulations and Enforcement

Respectfully submitted,  
Karen DaCampo, RN  
Woburn Board of Health



## **Human Resources Department**

The responsibilities for the City of Woburn's Human Resources Department are varied and diverse. They include:

- Planning, presenting and obtaining approval for appropriate strategies regarding the City's employees.
- Ensuring that employees are treated fairly and equitably under the rules, regulations, contracts and laws that apply to them.
- Determining, implementing and managing a comprehensive package of benefits for the City employees.
- Overseeing and managing the City's Workers Compensation benefits and Division of Unemployment Assistance claims.
- Providing support and guidance to City management in hiring and supervising employees and helping them to develop employees to their greatest potential to serve the City.
- Overseeing the City's loss control and risk management policies, practices and procedures.
- Providing administrative support in employee matters.
- Responding to questions and resolving problems related to the City's employees, the human resources functions or other interested parties, such as Woburn citizens.

Fiscal year 2016 continued at a high pace of activity for the Human Resources Department. Some of the highlights of the Human Resources Department are as follows:

### Highlights

Brought in approximately \$61,337 to the City in FY2016

- \$58,937 in Loss Control Safety Program and related credits for the City's comprehensive Liability, Workers Compensation, Property and Casualty Insurance program.
- \$2,400 in grants.

Supported the hiring of twelve new City employees (replacements for employees who retired or resigned), including preparation of requisitions, writing and arranging for advertisements in various media, processing applications, screening applicants through paper reviews and/or screening interviews, preparing interview question sheets for the mayor and other appointing authorities, communicating with applicants, making job offers, developing required Civil Service documentation, etc.

Acted as the City's contact and provided oversight for the Sole Assessment Center. This included working with the HR Division of Civil Service to ensure the City met all statutory or regulatory requirements for a Sole Assessment Center.

Successfully administered the process for the Civil Service for three new Permanent Police Officers and eleven Police Reserve Officers.

Acted as the City's representative in obtaining and administering all Injured on Duty benefits for injured Police and Fire Department employees.

Coordinated with MIIA to provide managerial, safety and technical training for our employees at no cost to the City.

Meet quarterly with members of the Safety and Wellness committee to discuss safety and wellness for our employees.

Continued to administer the Wellness Program for City and School employees through the MIIA wellness grant to the City. The program offers various exercise, nutrition and related courses with emphasis on reducing future health insurance costs by improving health outcomes.

Continued to work with City retirees enrolling subscribers and administering Medicare plans, scheduling meetings, answering questions, working with the retirees on any administrative issues, resolving problems with Blue Cross Blue Shield.

Continued to administer programs and activities for the City, making enhancements as well as responding to legally mandated new requirements, including the following:

1. Health Insurance, including Medicare enrollment and coordination.
2. Life Insurance.
3. Dental Insurance.
4. Disability Insurance.
5. Deferred Compensation.
6. Wellness Programs.
7. Employee Assistance Program (EAP).
8. Open Enrollment and Benefits Fair.
9. COBRA (Consolidated Omnibus Reconciliation Act) which allows individuals who lose health insurance due to a change in job status, or reaching age 26, the maximum age of coverage for dependents, to continue health insurance coverage by paying 102% of the premium, requiring notification of employees impacted, continuing communication, documentation and processing of payments.
10. Property and Casualty Insurance oversight.
11. Drug and Alcohol Policy, including random and follow up testing.
12. Workers Compensation.
13. Overseeing the Return to Work programs.
14. Administration of Nurse Case Manager program for Police Officers and Firefighters who are Injured on Duty.
15. Attendance, including providing totals for continued reconciliation with the payroll system as well as to the Outside Auditors.
16. Longevity Benefits.
17. Vacation Benefits.
18. Holiday Benefits, including notices to the public of holidays and closure of City Hall and other administrative offices.
19. Personal Leave Benefits.

20. Bereavement Leave Benefits.
21. Sick Leave Buyback.
22. Family Medical Leave Act (FMLA).
23. Unpaid Medical Leaves – non-FMLA.
24. Other Unpaid Leaves.
25. Military Leave.
26. Equal Employment Opportunity (EEO) requirements and reporting.
27. Hiring of New Employees, including preparation of requisitions, writing and arranging for advertisements in various media, processing applications, screening applicants through paper reviews and screening interviews, preparing interview question sheets for the mayor and other appointing authorities, documenting decisions, communicating with applicants, making job offers, developing required Civil Service documentation, etc. for:
  - Non-Union, non-Civil Service
  - Police Civil Service
  - Clerical Civil Service
  - Labor Service
  - Official Service
  - DPW/City Hall Summer Employees
  - Temporary Employees
28. Assisting in Hiring Process for:
  - Woburn Public Library
  - School Department Official Service and Labor Service Employees
29. Communicating with public to answer questions about the City's Human Resources, such as hiring processes and opportunities.
30. Pre-Employment Physical Examinations with Drug and Alcohol Testing
31. New Employee Orientation
32. I-9 Documentation Program
33. Personnel Files requirements
34. Summer Employee Orientation
35. OBRA (Omnibus Budget Reconciliation Act) payments in lieu of Social Security payments for employees who are not eligible for the City retirement system. Working with summer employees to obtain return to payments made.
36. Distribution of Legally Required Policies and Procedures.
37. Conducting Annual Safety Training for DPW Employees.
38. Researching, determining, scheduling appropriate training for employees, often at no cost or reduced costs to the City.
39. Administration of Labor Relations
  - Developing postings of open jobs, accepting any bids, making rewards of the jobs in compliance with the labor contract and communicating to all interested parties.
  - Preparing documentation on disciplinary cases, responses on grievances and other required follow up.
40. Consulting and assisting on non-union employee disciplinary cases.
41. Chairing City Safety & Wellness Committee, developing program and related material, scheduling and conducting meetings, documenting programs for credit under the MIIA Loss Control Credits program, following up to ensure action taken.



42. Unemployment Assistance, working with the Division of Unemployment Assistance, providing notices to employees who lose their jobs, responding to DUA requests for information, reviewing and correcting DUA bills, appealing decisions, attending hearings, etc.
43. Analyses of Employee and Insurance Costs
44. Americans with Disabilities Act Compliance
45. Overseeing building or other facility changes for ADA compliance, e.g., design and interaction with vendors on automatic door openers, etc. to ensure design specifications are met.
46. Working with departments to obtain safety grants.
47. Other Staff Work, preparing reports and letters.
48. Assisting payroll department regarding Affordable Care Act (ACA) reporting requirements for 2016.

Respectfully submitted,  
Elaine Pruyne, Director  
Human Resources Department

## Department of Inspection Services

I submit herewith the Annual Report of the Department of Inspection Services for the period July 1, 2015 thru June 30, 2016. The Inspection Services Department activity (including building, electrical, plumbing & gas fees) has issued 5,177 permits and fees totaled: \$1,554,613.17

### Personnel

Thomas Quinn, Jr., Building Commissioner  
Brian Gingras, Local Building Inspector  
Paul D'Amore, Local Building Inspector  
Dennis M. Stone, Electrical Inspector  
Joseph Rozzi, Plumbing & Gas Inspector  
Gail M. Swymer, Administrative Assistant  
Andrea DiMambro, Head Clerk

### Report of Building Commissioner

Total number of building permits .....	1,732
Total number of occupancy permits .....	206
Total number of certifications.....	212
Amount collected for building permits .....	\$1,264,975.17
Amount collected for occupancy permits .....	\$9,600.00
Amount collected for certifications .....	\$19,600.00

### Report of Plumbing and Gas Inspector

Total number of plumbing permits .....	891
Total number of fees collected.....	\$95,940.00
Total number of gas permits .....	570
Total fees collected .....	\$40,440.00

### Report of Electrical Inspector

Total number of electrical permits .....	1,566
Total number of fees collected.....	\$124,058.00

Total amount of fees collected by Inspection Services.....\$1,554,613.17

Respectfully submitted,  
Thomas C. Quinn, Jr.  
Building Commissioner

# **Woburn Public Library**

## The Members of the Corporation

Mrs. Janet M. Rabbitt, President & Controller  
Mr. Richard Mahoney, Vice-President  
Mrs. Loretta C. Schuck, Co-Clerk  
Mrs. Joanne McNamee, Co-Clerk  
Dr. Mary E. Hines  
Atty. Judith Kelley  
Mrs. Carol Seitz  
Mr. William Angelo  
Mr. William Callahan

## Officers and Employees

Administration  
Kathleen O'Doherty, Director  
Andrea Bunker. Assistant Director

Technical Services  
Beverly Thompson, Technical Services Librarian  
Assistant Cataloger (frozen)  
Jessica Stitson, Acquisitions Librarian

Reference  
Reference Librarian (frozen)  
Gregg Bouley, Assistant Reference Librarian

Children's Department  
Cynthia Fordham, Children's Librarian  
Mary Wing, General Assistant  
Christine Kitowicz-Anderson, Part-time General Assistant

Glennon Archives  
Thomas Doyle, Archivist  
Sue Ellen Holland, Part-time Assistant

General Assistants  
Patricia Daley, Ann Atkins, Tracy Breeden, Suzanne Bouthillette

Part-time General Assistants  
Victoria Massaro, Denise Creamer, Stephanie Nelson



Pages

Frozen (2 positions)

Custodians

Lee Rankin, Full-time

Part-time

Martin LaCarbonara, Kevin McBride

Library Services

Hours open .....	65 (59*)
Days open .....	6*
Number of adult and YA programs .....	38
Number of children's programs .....	130
Number of registered borrowers .....	13,643
Total number of hours volunteered .....	1,485.3
Total attendance in library system .....	122,997

\*Required for state certification and state aid eligibility

Library Resources  
Holdings Information

Print materials

Books

Adult .....	43,708
Children.....	34,217
Young Adult.....	3,273

Non-print Materials

Audio materials .....	2,186
Video materials .....	9,205

E-Books.....39,008

Downloadable audio .....9,608

Downloadable video .....436

## Library Use

### Circulation

Adult books.....	42,620
Young Adult books.....	4,424
Children's books.....	65,865
Print periodicals (Adult, YA, Children's).....	4,326
Audio (Adult, YA, Children's).....	8,416
Video (Adult, YA, Children's).....	41,203
E-Books.....	10,202
Downloadable audio.....	3,274
Downloadable video.....	113
Materials in electronic format.....	0
Materials in microform.....	0*
Miscellaneous.....	1,593
Total.....	182,036

\*in-library use only

### Interlibrary Loans

Interlibrary loans received from other libraries.....	24,419
Interlibrary loans provided to other libraries.....	28,268

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Service conditions which caused figures reports here to vary substantially from last year:

The library had an early closure and was closed for two days during December school vacation week due to a ruptured rib in the boiler.

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### Library Building Project

On September 14, 2015, our Mayor and City Council accepted a \$9.9 million construction grant from the Massachusetts Board of Library Commissioners (MBLC). Soon after, the MBLC disbursed the first 20% payment to the City. Throughout fiscal year 2016, our architects, CBT, and our owner's project management firm, Design Technique, Inc. (DTI), worked diligently toward the goal of completing design development (DD) documents. Meanwhile, the Library Building Committee voted to use the construction management at risk process instead of the design-bid-build process. On March 22, Consigli Construction Company, Inc. joined our team as our construction management firm, aiding in the development and estimating of the DD set.

Consigli and CBT, in conjunction with consultants from BCA, SGH, Nobis, and GSI, identified areas for interior and exterior probe work and completed the first round in late May into early June. These probes involved digging test pits on the north side of the building; investigating the thickness of and materials used in the 2.5 feet thick exterior walls; analyzing the conditions of

windows, masonry, and roof; and uncovering what lies beneath the floors on the lower level. From this probe work, our team determined the best methods for attaching an addition to the building; the range of restoration work for the masonry, windows, and roof; and the amount of work needed for lowering the floor on the lower level.

While our team made progress on the plans for expansion and renovation, the City and library officials attempted to secure temporary quarters for the operation of the library during the construction period. The City Council at first rejected the use of the Clapp School by both the library and the Boys & Girls Club, which also had an impending building project. When the Council voted to reconsider their vote, they amended the language, removing the library from consideration and allowing the Boys & Girls Club use of the lower level. The Plympton School was then evaluated but determined to be too costly in regard to repairs and creating handicapped accessibility. Given the bolstered economy and the high demand for rental property in Woburn, the library was unsuccessful in securing a temporary location by the close of the fiscal year.

In order to satisfy a demand for more downtown parking, the library building project's proposed parking lot scope expanded through cooperation between the City, the Library, and the Housing Authority. A parking lot consisting of approximately 100 spaces will be constructed in tandem with the library expansion and renovation, alleviating a parking shortage that affects many downtown businesses and City agencies.

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#### Staff

After over 30 years, the Woburn Public Library's longest continuously serving Director, Kathleen O'Doherty, retired on June 30, 2016. A graduate of Northeastern University with a bachelor's in history, she was the last Northeastern University co-op student to work at the Woburn Public Library. After graduating, Ms. O'Doherty worked at the library as a full-time general assistant in the mid- to late 1970s while earning her master's in library science from Simmons College. She returned as Director on January 3, 1986 after working as Head Librarian at the Brooks School in North Andover and Director at Bradford College in Haverhill. Her legacy includes automating library services with the advent of the computer and internet era and securing funding for a library building project after 108 years of need and 4 rounds of applications to the Massachusetts Board of Library Commissioners over a 20 year period.

Assistant Director, Andrea Bunker, has been chosen to fill the position of Director.

Respectfully submitted,  
Kathleen Doherty, Director



# **NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

## **SCHOOL ADMINISTRATION**

### **SUPERINTENDENT-DIRECTOR**

David DiBarri

### **PRINCIPAL-DEPUTY DIRECTOR**

Carla Scuzzarella

## **DISTRICT SCHOOL COMMITTEE**

### **SCHOOL COMMITTEE CHAIRMAN**

Michael T. Wall - Chelsea

### **VICE CHAIRPERSON**

Judith M. Dymont - North Reading

### **SECRETARY**

Peter A. Rossetti, Jr. - Saugus

### **TREASURER**

Larry Means - Stoneham

### **ASSOCIATE TREASURER**

Vincent J. Carisella - Wakefield

### **COMMITTEE MEMBERS**

Jeanne M. Feeley – Malden

Ronald J. Jannino - Revere

Henry S. Hooton – Melrose

John J. Bradley - Winchester

Robert S. McCarthy – Reading

Dawne H. Armitstead - Winthrop

Deborah P. Davis - Woburn

# **NORTHEAST METROPOLITAN REGIONAL VOCATIONAL SCHOOL DISTRICT**

**100 Hemlock Road - Wakefield, Massachusetts 01880-3597**

**ANNUAL REPORT 2016**

## **OUTSTANDING STUDENT AWARD**

Sydney Dole from North Reading a student in the Business Technology program was chosen as Northeast's nominee at the State Awards Dinner for Outstanding Vocational Technical Students. The event is co-sponsored by the Massachusetts Association of Vocational Administrators and the Massachusetts Vocational Association.

## **NATIONAL TECHNICAL HONOR SOCIETY**

The Northeast Chapter of the National Technical Honor Society held its annual Induction Ceremony in April. At the ceremony, 7 Seniors and 39 Juniors were inducted. There are a total of 46 Technical Honor Society members for the 2015-2016 school year.

## **NATIONAL HONOR SOCIETY**

The Annual Induction Ceremony to the Northeast Chapter of the National Honor Society "Artisans" was held in April. At the ceremony 5 Seniors, 17 juniors and 7 sophomores were inducted for the 2015-2016 school year bringing the total membership to 35.

## **SCHOLARSHIP COMMITTEE**

The Northeast Awards and Scholarship Committee and PAC board presented awards and scholarships to 56 deserving students at the annual Senior Recognition Night. A total of \$35,510 was presented to Northeast students who will be working in their vocational fields, entering trade apprentice programs, or going on to one, two, or four-year programs at accredited colleges, universities, and trade schools. These awards and scholarships provide the students opportunities to purchase tools and equipment, and assist in offsetting the expense of attending institutions of higher education.

## **PEER MEDIATION PROGRAM**

Our Northeast Peer Mediation Center continues to help reduce problems at Northeast. The mediation process is successful in resolving conflicts concerning rumors, threats, name-calling, teasing, harassment, hazing, and physical fights. Northeast has a full-time coordinator and 15 trained sophomore, junior and senior peer mediators. A trained mediator is a neutral person not involved in the dispute and through the mediation process, helps people come to their own agreement about how they want to resolve their conflict.

## **ABIGAIL ADAMS SCHOLARSHIP**

77 members of the Class of 2016 received John and Abigail Adams Scholarship's. These Scholarships are given by the Commonwealth of Massachusetts, and are based on the student's MCAS Scores.

## **SCHOOL WIDE PROFESSIONAL DEVELOPMENT 15-16**

The goal of professional development is to:

- Ensure that staff members are in compliance with current regulations enacted by the Massachusetts Department of Elementary and Secondary Education.
- Guarantee that all staff members are knowledgeable of legislation impacting the educational process of the commonwealth.
- Make staff members aware of the most recent trends and strategies in the district's mission of improving student achievement.

The activities that met these goals during the 2015-2016 school year included:

### **First Day Back Professional Development Day:**

Professional development on this day included training on "Best Teaching Practices" and "Building a Positive School Climate". Further instruction and support regarding the Evaluation Process (Self Reflection, SMART Goal Writing, District Determined Measures, Observations, and Building Evidence Binders) as well as Licensure and Recertification was provided. Faculty and staff were apprised of the most up to date discipline policies and procedures and revisions to the handbook. Lastly, faculty received professional development on "Strategies to Use When Teaching English as a Second Language Students" and "Close Reading – What It Is and Why It's Necessary."

### **September 30, October 28, 2015**

This two-day workshop was provided to a group of sixteen "co-teachers" who were trained in strategies and techniques to maximize the benefits of having two teachers in an inclusion classroom. After being observed, the "co-teaching" pair then met with the consultant for more personalized feedback.

### **October 5, 2015**

All faculty and staff participated in an online training for "Civil Rights, Restraint Training and other General Education Regulations and Requirements".

### **October 21, 2015 – Full Professional Development Day**

During this full training day, the faculty was divided into groups to be trained in-depth regarding Close Reading, what it is, how, when and why to implement it as well as how it could be used in their SMART Goal and or DDM.

### **January 6, 2016 – Full Professional Development Day**

During this full training day teachers were provided the option to choose their Professional Development. Trainings were hosted by other faculty members who are exemplary in an area; training topics included: Incorporating Technology into Your Classroom, X2 – The Unknown Tools It Offers, DDMs – How To Analyze Them, Evidence Binders – How To Build One, ELL – Helping Our English Language Learners.



### **April 6, 2016**

This early release day provided the opportunity for different departments to receive training particular to the needs of their department.

A consultant from Accuplacer met with Math and English Teachers to share information regarding the purpose and structure of the Accuplacer test and how to use this information in their curriculum to improve learning and improve Accuplacer scores.

The History, Science, ELL, and Physical Education departments worked on curriculum mapping.

The Guidance Department and administrative team worked with a consultant to implement a series of mini lectures for the career area teachers to participate in. Topics included: Making Referrals, Civil Rights, Students with Anxiety, Healthy Relationships, and Vocational Technical Education Issues.

The Special Education teachers participated in a full day of training to improve the writing of Individualized Education Plans on this day.

### **Monthly Meetings September 2015 – June 2016**

New Teacher meetings offer staff who are new to the teaching profession and or new to Northeast the opportunity to meet monthly and to share questions, concerns and accomplishments. Various teaching strategies and educational articles are reviewed and discussed.

## **SUPPORT SERVICES**

The Northeast Student Services staff offers support and counseling to all students through individual and group counseling, specialized workshops and presentations, health services, and mediation services. All Northeast counselors are certified as School Adjustment Counselors and are qualified to handle a wide range of student issues. One School Adjustment Counselor is bilingual (Spanish-speaking).

The Career Counselor and Small Business Coordinator provide career awareness and career development services to all students. The Career Counselor and School Adjustment Counselors provide specialized support to students enrolled in non-traditional vocational areas. Two School Nurses provide health services and a Peer Mediation Coordinator implements a Peer Mediation Program.

Support groups are established each year based on student needs. Support groups for pregnant and parenting teens, social skills groups for freshmen, anger management, anxiety, and non-traditional support groups are examples of groups that have been offered in the past.

The School Adjustment Counselors provide individual counseling support and crisis intervention to all students as needed. They will provide support to homeless students, assessing their special needs and coordinating with the Homeless Liaison (Administrator of Student Services). They also are responsible for developing and monitoring Section 504 Accommodation Plans in conjunction with the Administrator of Student Services. School Adjustment Counselors collaborate with school personnel, family members, doctors, psychiatrists, outside therapists, social workers, police, court personnel, and others.

The School Adjustment Counselor work to connect students and families with community based mental health services as needed. Elliot Community Human Services of Lynn serves as our crisis intervention linkage for

emergency mental health services in the community.

The Bilingual School Adjustment Counselor provides native language support (Spanish) as needed to limited English proficient students and families across all grades. She provides specific support to the English Language Education program at Northeast, but supports other Northeast Latino students and families as needed. Translation services (oral and written) and interpreting services are often required for parent communication throughout the building, and as needed, this counselor coordinates with all departments to assist. Referrals are made to a Spanish-speaking Psychologist for testing for Special Education evaluation.

Career counseling and the college application process are emphasized by all school counselors. The Career Center is the focal area for a well-planned four-year career development program that prepares all Northeast students for their individually chosen career paths. The curriculum focuses on career assessment; career information and requirements; employability and entrepreneurial skills; interviewing skills; portfolios; and resume preparation. By providing assessments to evaluate skills, interests, and work values, the Career Counselor works with the School Adjustment Counselors to assist freshmen in their vocational selection process and upper class students with linkages to post-secondary education and employment opportunities.

The Career and Adjustment Counselors provide directed support to those students who are enrolled in career areas that are considered non-traditional for their gender. Students have the opportunity to participate in support groups, specialized presentations, and field trips that prepare them to understand the benefits of non-traditional choices, to manage challenges in each occupation and to understand the required post-secondary linkages to achieve their goals.

The School Nurses have coordinated support services for pregnant and parenting teens with outside providers affiliated with local hospitals. In addition, they provide support to students with chronic medical conditions, coordinating with parents, doctors, nurses, etc. The School Nurses work closely with the School Adjustment Counselors to coordinate assistance when mental health needs arise. They also work closely with the Deans when emergency medical evaluations are required.

The Peer Mediation Coordinator at Northeast operates a Peer Mediation Program where upper class students undergo twelve hours of specialized training in mediation skills and implement a program to work out arising conflicts between students. This is a very positive prevention program that contributes to the development of a positive school climate as students learn to come to their own agreements about how to solve conflict.

In addition to the support provided by the counseling staff, the Special Education Department offers a TEAM meeting process that promotes monitoring of student progress and educational support. Each Special Education student is assigned a Liaison who is a teacher in the Special Education Department who oversees progress in relation to the Individual Education Program, communicating with parents, teachers, and counselors to help all students achieve success.

The Northeast Mentoring Program is a freshmen transition program that matches junior and senior mentors with small groups of freshmen students. The Northeast Mentors present the Freshmen Orientation day for freshmen and then meet with their groups throughout the year to offer support and to deliver positive lessons that promote a positive school climate. The mentors are trained in a leadership climate by the student services staff, developing a core of approximately 90 peer leaders from 11<sup>th</sup> and 12<sup>th</sup> grades.



The After School Help Program is one of educational assistance provided to students having difficulty with one or more academic subjects by academic and vocational teachers. This free assistance is offered every Wednesday in the library from 2:45-3:25. Water and snacks are provided as well as free transportation home.

Special school-wide workshops and presentations are offered through the year for different groups of students. Each year, all freshmen participate in group workshops focusing on identifying the signs of depression and gender equity issues. Large group assemblies and presentations have been offered focusing on goal setting and acts of kindness, substance abuse, teen dating issues, tolerance, character building, and others.

On a larger scale, the student service emphasis is on communication – communication with students and with parents. Mid-term progress reports are sent to parents each quarter and report cards are sent home four times per year. E-mail communication is welcomed and progress update meetings are held as needed. Parents and guardians are asked to be involved with all class scheduling activities.

Post-graduate planning information is shared through career assessment and planning activities. Additionally, the Guidance department held a FASFA night was held in January for parents to offer free support with financial aid specialists. A college planning night was held in April for sophomore and junior parents. Career Plans are sent home annually for parent review. Language development is communicated for Limited-English proficient students through assessment data and parent meetings. It is our goal to service all students equitably while attending specifically to those who have specific life challenges.

## **GRANTS RECEIVED IN FY 2016:**

### **Entitlement and Allocation Grants**

#### **Title II, Part A: Improving Educator Quality, Fund Code: 140**

The purpose of this federal grant program is to increase student achievement through comprehensive district initiatives that focus on the preparation, training, recruitment, and retention of highly qualified educators. These funds were utilized to support professional development in supervision.

#### **Federal Special Education Entitlement, Fund Code: 240**

The purpose of this federal entitlement grant program is to supplement local and state funds in providing services to students with disabilities. This funding source provides professional development for teachers of students with disabilities in addition to providing extended school day and extended school year (summer) learning opportunities for this targeted population.

#### **Special Education: Program Improvement Grant Fund Code: 274**

The purpose of this state-funded grant program is to support professional development activities that will improve the quality of the services provided by the special education staff. During school year 2015-16 the focus of this funding was to research the positive placement data for students with disabilities over the past three years. This data will be used to determine best practices in the career pathways to assist our graduates from this targeted population secure high paying, highly skilled positions that are in high demand either after high school or upon completion of post-secondary education.



**Title I, Part A, Fund Code: 305:**

Title I, the Elementary and Secondary Education Act, provides school district with funding to increase student achievement. The district utilizes these funds to support extended school day and extended school year (summer) learning opportunities for all students. The incoming grade 9 summer orientation program is one of the primary programs funded Title 1. Professional development, targeting increasing student achievement, is also funded through Title 1.

**Perkins Act Allocation Grant Program – Secondary, Fund Code: 400**

The Carl D. Perkins Occupational Education Act provides funding to assist school districts in improving secondary career and technical programs. The district utilizes this funding source primarily to secure supplies, technology and equipment to guarantee that state-of-the-art conditions exist in the vocational settings of the school. In school year 2013-14 the following career pathways were enhanced by Perkins funding

Department	Purchase
Automotive Technology	Snap-On Torque Testing System
Business technology	High Capacity Printer/Scanner
Culinary Arts	Industry Standard boiler less Combi Oven
Dental Assisting	Curing Light, Intra Oral Camera, Eagle Software Program
Health Assisting	Electronic Medical Record Software Program compatible with Industry Standards
Metal Fabrication	2 Yaskawa Motoman- 7 Axis Robots
All areas	Skills Plus competency tracking program
Career Center	Total Adoption of the revised Kuder Career Planning Program

**SUMMER PROGRAMS**

Our summer program also continued with its Basic Welding certification program. This program was not only extremely successful, but gives both students and adults, from our surrounding communities, an opportunity to explore and possibly begin new careers.

The Northeast Summer School on-line credit recovery program once again proved to be extremely successful. This program is designed for students who need to fulfill credit deficits in courses that are not running due to low enrollment. These courses are monitored by a credit recovery specialist instructor, and meet all Massachusetts DESE curriculum frameworks requirements.

## **2016 SUMMER TRANSITION PROGRAM:**

The Summer Transition and Enrichment Program at Northeast Metropolitan Regional Vocational School is a two-week program that ran from Monday July 11th until Friday July, 22nd. This program was conducted as a transitional experience for students entering grade 9 in August 2016. This transition opportunity providing mathematics, English language Arts, and career and technical introductory activities is funded by the federal Title 1, and Carl D. Perkins grants. The students are provided with busing to and from school, and a mid-morning snack. These services, as well as the program itself are run at no cost for the students or parents/guardians. The students are divided into ten groups of no more than ten students. These groups spend one half of the morning split between mathematics and English Language Arts. The other half of the morning is spent in a career and technical mini exploratory exercise. During the summer of 2016 two laboratory sessions of Biology were introduced. Session 1 dealt with an Introduction to Sickle Cell Anemia, Genetics, and Micro Pipetting Skills. The students were introduced to basic concepts and vocabulary associated with genetics. The second lab exercise introduced the incoming students to Gel Electrophoresis. In summary, the students were introduced to biological concepts in a classroom and laboratory setting. They were taught several important laboratory skills and were asked to form hypotheses, perform experiments, interpret their results and share with peer groups. They experienced the synergy of learning from text/readings then applying their knowledge in the laboratory setting in a fun, safe and informative way.

Summer 2016 saw in excess of 200 incoming freshmen take advantage of this program. These incoming students develop familiarity with the building as well as an orientation to the concept of a career and technical high school. Most importantly these students work with staff members who become a recognizable face when the entire school population reports at the end of August.

*Funding for this program was provided through Title 1, and the Carl D. Perkins Occupational Education Act Federal grants.*

## **COMMUNITY EDUCATION PROGRAM**

The Community Education Program is a broad base collaborative community initiative assisting learners of all kinds complete their education and achieve economic self-sufficiency through empowerment skills, health care, support services and meaningful employment.

Our vision is to deliver educational experience in a positive environment that will enable Northeast to reach new heights together with our lifelong learning community. The focus of the Community Education Program is to offer programs that meet the demands of our learning populations. In doing this, we give people the opportunity to improve employment skills, fulfill lifelong goals, or enrich their lives with social activities. With the most qualified instructors, and state of the art labs Northeast strives to maintain the highest standards of education. Emphasis is on our new technology, upgrades such as brochure modification, new state of the art web site construction, and the introduction of new programs in the medical field, new culinary classes, continuing education in all construction related courses, computer and CAD classes, photography and many other enrichment courses.

We are also proud participants of hosting the Wakefield Relay for Life, by doing this, it guarantees a succession plan well into the future for this much needed program.



## **2016 GRADUATES**

The 2015-16 school year represents the Forty Sixth class to matriculate at Northeast Metropolitan Regional Vocational School. Northeast graduated 287 students. Breakdown of graduates' status after graduation is as follows:

Attending 4-year college	46	Employed	116
Attending 2-year college	70	Entering Military Service	5
Apprentice school	6	Other	3

## **SPECIAL NEEDS ENROLLMENT**

Special Needs enrollment for the 2015-16 school year continued to represent approximately one quarter share of the total school enrollment with students. The 290 Special Needs students represent 23.3% of the school population. Additionally, 75 students were eligible for services under section 504 of the Rehabilitation Act.

## **DISTRICT SCHOOL COMMITTEE ELECTION OF OFFICERS**

At the Annual Organizational Meeting of the District School Committee on January 12, 2017 the following members were elected as Officers of the Northeast District School Committee:

Chairman	Deborah P. Davis, of Woburn
Vice Chairman	Judith M. Dymont, of North Reading
Secretary	Peter A. Rossetti, Jr. of Saugus
Treasurer	Larry Means, of Stoneham
Assoc. Treasurer	Vincent J. Carisella, of Wakefield



## CONCLUSION

As Northeast celebrates its forty-sixth year of career/technical excellence with its twelve member communities, the district continues to offer students the finest career technical education with which to build a successful career.

The District supports curriculum in both academic and career technical classrooms with the latest equipment and technology. Evidence of our commitment is reflected in the State's grade 9 – 12 Dropout rate reports which indicates Northeast significantly lower at 0.6% versus the State rate of 2.0%. Recent graduate follow up data indicates that 98% of students from the Class of 2016 were positively placed in relevant post-secondary areas (*Source: MA DESE CVTE Grad Follow-up Survey INTERIM Results, Nov 2016*).

In fact, Northeast currently employs 32 alumni at the school, including the Superintendent-Director. Alumni's stories of success and their readiness and willingness to help their alma mater by recruiting graduates for cooperative education experiences or employment is proof of their dedication to Northeast. Testimonials as to the success of our graduates continue to be received which makes us proud to have contributed in some small way to their accomplishments

The Northeast Class of 2016 achieved a 98.3% pass rate on the MCAS assessments. Northeast continues to offer school day MCAS Enrichment Classes and after school enrichment programs for those students in need of additional preparation for the MCAS. Northeast also offers a well-attended Summer Transition Program for incoming freshmen and as a Summer Enrichment Program for enrolled at risk students preparing for the MCAS state assessments.

The Career Center facilitates student access to technology to further learn business aspects of their industries, develop career plans, resumes, and comprehensive portfolios, and prepare college and other post-secondary documents with the assistance of our faculty including Career and Adjustment Counselors.

Northeast continues to provide students the finest career technical education with which to build a positive and productive post-secondary experience, be it college or career, offering experiences with the latest equipment and technology in both the career technical and academic programs.

Once again, I am proud to have represented Woburn as a member of the Northeast Metropolitan Regional Vocational District School Committee. I will continue to serve as the guardian of funds allocated from the community to this educational institution and assist in and provide counsel to the school in maintaining the highest standards of educational excellence possible.

Respectfully submitted,

Deborah P. Davis, Committee Member  
Northeast School Committee  
Woburn Representative

# ENROLLMENT HISTORY

CITY/TOWN DISTRICT	S.Y. 04-05	S.Y. 05-06	S.Y. 06-07	S.Y. 07-08	S.Y. 08-09	S.Y. 09-10	S.Y. 10-11	S.Y. 11-12	S.Y. 12-13	S.Y. 13-14	S.Y. 14-15	S.Y. 15-16
Chelsea	258	221	203	198	206	190	195	199	204	199	208	218
Malden	175	215	238	234	222	216	215	198	194	189	170	165
Melrose	36	56	64	64	48	45	62	61	67	74	62	60
North Reading	30	28	40	38	37	37	36	35	32	27	34	37
Reading	25	19	26	26	26	28	23	16	19	17	17	16
Revere	256	241	242	238	244	238	234	225	223	224	216	234
Saugus	139	146	137	138	161	174	191	204	200	190	199	187
Stoneham	37	34	46	44	46	52	54	59	69	73	71	62
Wakefield	36	59	65	61	84	91	98	79	70	68	64	63
Winchester	6	7	9	9	7	11	13	15	14	11	9	13
Winthrop	37	41	45	44	55	65	58	60	65	62	68	60
Woburn	107	99	97	97	70	59	55	65	83	98	115	114
<b>TOTALS:</b>	<b>1142</b>	<b>1166</b>	<b>1212</b>	<b>1191</b>	<b>1206</b>	<b>1206</b>	<b>1234</b>	<b>1216</b>	<b>1240</b>	<b>1232</b>	<b>1235</b>	<b>1229</b>
<b>NON</b>												
<b>DISTRICT</b>	<b>48</b>	<b>43</b>	<b>47</b>	<b>53</b>	<b>39</b>	<b>42</b>	<b>31</b>	<b>35</b>	<b>28</b>	<b>29</b>	<b>32</b>	<b>30</b>
<b>GRAND</b>												
<b>TOTAL:</b>	<b>1190</b>	<b>1209</b>	<b>1259</b>	<b>1244</b>	<b>1245</b>	<b>1248</b>	<b>1265</b>	<b>1251</b>	<b>1268</b>	<b>1261</b>	<b>1267</b>	<b>1259</b>
SPECIAL NEEDS												
ENROLLMENT	275	287	320	342	333	323	330	331	326	313	317	314
% SPECIAL												
NEEDS												
ENROLLMENT	23%	24%	26%	27%	27%	26%	26%	26%	26%	26%	27%	23%

## **Recreation Commission**

**Commission:**

Eugene Demers  
Paul Tobin  
Michael Martini  
Kevin Longergan  
Timothy Lawton

**Personnel:**

Rory Lindstrom – Director of Recreation  
James DeLong – Parks Superintendant  
Brian Nagle – Health & Wellness Coordinator

### Recreation Commission

In Fiscal year 2016 the Woburn Recreation Commission worked closely with the Recreation Director and Parks Superintendant to help the growing demands for more Recreation programs.

The Woburn Recreation Commission was chaired by Michael Martini from July 2015 to December 2016. In January of 2016 the Commission voted to nominate Gene Demers as chair for the Recreation Commission.

In November 2015 Kevin Lonergan was appointed to the Recreation Commission by Mayor Scott Galvin.

### Recreation Programs

Woburn Recreation Department continued to offer a variety of safe and quality programs for the youth and adults of Woburn. The summer of 2015 was extremely successful and the Recreation Department offered more of a variety of summer programs for children. The Recreation Department had over 1,600 participants in its summer programs and also offered more programs for the youth of Woburn. Some of the popular programs that the Recreation Department offered in the summer were: Club Rec, Multi-Sport, Adventure Clinics, and Lego & Science Camps. Mayor's field day and Family night continued to be a success and was enjoyed by all of the residents.

The City's three pools were enjoyed by many in the summer of 2015. The Recreation Department sold over 2,000 wristbands and also had an increased enrollment for our swimming lessons.

The Summer Outdoor Movie Series was offered during the summer of 2015 where the Recreation Department showed 5 outdoor movies to the Families of Woburn at Library Field. These were an extreme success and were enjoyed by all!



This fall and winter we continued to offer our recreation basketball leagues for grades 3 & 4, 5 & 6, 7 & 8, High school and Challenger Basketball. The Recreation Department also offered a Travel League for Boys & Girls in grades 4 – 8. The Travel league joined the Metrowest Basketball League. In addition to all of the Basketball programs the Recreation Department offered the following fall and winter programs: Kinder Karate, Super Saturday Sports, Pre-school Sports, Dodgeball, Fun-Nastics, Holiday Vacation program, February Vacation Program, and a Babysitting course. In conjunction with the O'Brien ice we offered 20 hours of public skating at the ice rink during school vacations and on Saturdays.

Brian Nagle the Wellness coordinator continued to offer fitness classes for Youth and Adults. The programs that were offered were: Yoga for Kids, PiYo, Total Body Fitness, Zumba, Insanity and Girls volleyball. The Recreation Department also continued to offer Adult Evening school classes at Woburn High School. Some of the popular classes were Woodworking, nutrition classes, & painting classes. The Recreation Department also offered a Health and Wellness Fair in April 2016 at the Goodyear.

The Woburn Recreation Department goals are to continue to offer more programs for the citizens of Woburn and also to see an increase in the number of program participants every year.

#### Parks Department

The Parks Department under the direction of James DeLong maintained the city's ball fields, open space areas, playgrounds, and common areas. Maintaining the fields and playgrounds to make sure that they are safe for the citizens of Woburn is the main goal for the Parks Department. The Parks Department continues to groom and line the fields for many of the sports organizations every day so that they may have a safe place to play.

Respectfully submitted,  
Rory P. Lindstrom, Director